



Board for Professional Soil Scientists and Wetland Professionals
Professional Wetland Delineator Certification
Introduction

Application Requirements

Applicants must complete a current application package to be eligible for a Virginia Professional Wetland Delineator Certification. All correspondence should be directed to:

Board for Professional Soil Scientists and Wetland Professionals
9960 Mayland Drive, Suite 400
Richmond, VA 23233
Telephone: (804) 367-8506/8512
Facsimile: (804) 527-4294

Applications must be submitted with the appropriate fee no later than 90 days prior to a scheduled examination. The date the completed application and fees are received in the board office determines whether the applicant meets the application deadline.

Applicants deemed ineligible may request further consideration by submitting, in writing, evidence of additional qualifications, training or experience. No additional fee will be required, provided the requirements for certification are met within 12 months of the date the original application was received.

Examination Notices and Fees

Each candidate will be sent a written notice of the time and place of the examination for which the candidate is eligible. Candidates shall promptly notify the board as to whether they intend to appear for the examination. Failure to notify the board may result in loss of eligibility for that particular examination. Each examination fee shall be applied to the next scheduled examination and shall be forfeited for failure to notify the board or failure to appear. Examination and reexamination fees must be received in the board office no later than 30 days prior to the next scheduled examination.

Application for Certification Program

The voluntary certification program for Professional Wetland Delineators as set forth in Chapter 22, Title 54.1 of the *Code of Virginia* shall not be construed to prohibit:

1. The practice of wetland delineation by individuals who are not certified wetland delineators as defined in the *Board for Professional Wetland Delineators Regulations*.
2. The work of an employee or a subordinate of a certified wetland delineator or of an individual who is practicing wetland delineator evaluation without being certified.
3. The practice of any profession or occupation which is regulated by another regulatory board within the Department of Professional and Occupational Regulation.



**Board for Professional Soil Scientists and Wetland Professionals
 PROFESSIONAL WETLAND DELINEATORS CERTIFICATION APPLICATION**
 Fee \$300.00

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

Applications must be accompanied by three written references from wetland professionals.

1. How are you applying for your Virginia Professional Wetland Delineator Certification?

☐ Examination (1005)

☐ Reciprocity examination waiver (1021) pursuant to regulation 18 VAC 145-30-80.1. *

* Please specify **one** of the following requirements you are using to request a waiver for the examination.

A. Complete the following table for all your current professional wetland delineator licenses, certifications or registrations and attach an original Certification of Licensure/Letter of Good Standing ♦ dated within the last 60 days from each state or jurisdiction.

State/ Jurisdiction	License, Certification, or Registration Number	Expiration Date

♦ Certifications/Letters must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fees; 4) the means of obtaining licensure (i.e., exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure; 5) all closed disciplinary actions resulting violations or undetermined findings; and an original authorized signature and board/department seal.

B. Provisionally certified under the US Army Corps of Engineers Wetland Delineator Certification Program of 1993 (See 18 VAC 145-30-80.1). Please complete the following table and submit documentation of this certification.

Regulatory Body	Certification Number	Expiration Date

2. Name _____

Last First Middle Generation

3. Social Security Number or Virginia DMV Control Number * - -

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Please note, you must be eighteen years of age or older.)

5. Street Address (PO Box not accepted) _____

City State Zip Code

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
		\$300.00				3402	

6. Mailing Address (PO Box accepted) _____

 _____ City _____ State _____ Zip Code _____

7. E-mail Address _____

8. Contact Numbers _____
 _____ Primary Telephone _____ Alternate Telephone _____ Facsimile _____

9. Have you passed a wetland delineation examination in any other state or jurisdiction of the United States?
 No ☐
 Yes ☐ If yes, list the jurisdiction and the month/year the examination was administered.

10. Which of the following education/experience* requirements are you using to qualify for the Virginia Professional Wetland Delineator exam? Select only **one**.
☐ Bachelor's degree from an accredited institution of higher education in a wetland science or other curriculum which has been approved by the board (see 18 VAC 145-30-40.A 1 thru 3) in the *Regulations Governing Certified Professional Wetland Delineators*) and at least four years of experience in wetland delineation;
☐ Six years of experience in wetland delineators; or
☐ Four years of experience in wetland science research or as a teacher of wetlands curriculum in an accredited institution of higher education.

* You are required to complete and attach a *Professional Wetland Delineator Experience Log* documenting your wetland delineator evaluation experience, the quality of which must demonstrate to the Board that you are competent to practice as a Professional Wetland Delineator. The wetland delineator evaluation experience must meet the requirements in 18 VAC 145-30-50 of the *Regulations Governing Certified Professional Wetland Delineators*.

11. Education (excluding high school) used to meet educational requirements or convert to experience pursuant to 18 VAC 145- 30-50 of the *Regulations Governing Certified Professional Wetland Delineators*. List in chronological order.

Name of Institution	Beginning MM/YY	Ending MM/YY	Major	Hours Completed	Degree Received

A certified/official transcript or other notarized document verifying the completion of the required courses and/or degrees must be submitted to the Board for Professional Soil Scientists and Wetland Professionals.

12. Do you hold an **expired** Professional Wetland Delineator license, certification or registration issued by a regulatory body of another state, territory, jurisdiction or possession of the United States?

No ☐
 Yes ☐ If yes, complete the following table. You are also required to submit an original Certification of Licensure/Letter of Good Standing♦ dated within the last 60 days, from each state, territory, jurisdiction or possession of the United States.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

♦ Certifications/Letters must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fees; 4) the means of obtaining licensure (i.e., exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure; 5) all closed disciplinary actions resulting violations or undetermined findings; and an original authorized signature and board/department seal.

13. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department. *Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested certification. I certify that I understand and have complied with all the laws of Virginia related to professional wetland delineator certification under the provisions of Title 54.1, Chapter 22 of the *Code of Virginia* and the *Virginia Board for Professional Soil Scientists and Wetland Professionals Regulations Governing Certified Professional Wetland Delineators*.

Signature _____ Date _____

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me,
The undersigned Notary Public in and for the City/County aforesaid this _____, day of _____, 20 ____.
My commission expires the _____, day of _____, 20 ____.

Affix official seal here.

Signature of Notary Public